

Value Added Certificate Course, 2022-23
on
“NGO Management and Administration”
Department of Social Work, B.J.B. Autonomous College

Course structure:

- Duration: Minimum 30 hours
- Target Population: PG final year students
- Time scheduled: In all working days from 3.15 pm to 4.45 pm
- Students' strength:
- Mode of learning: Blended mode (online / offline)

Course Objectives:

- Understand the role and challenges of NGOs in the development concerns of the community
- Become familiar with Results-Based Management and learn the basics of project management
- Learn about the process of internal assessments and the use of main criteria for external evaluations
- Understand the selection process of marketing tools for fundraising and different criteria of donor agencies in supporting a project.
- Become familiar with the principles of good communication and negotiations and learn the basics of team work and conflict resolution.
- Gain insight into key criteria for successful human resource management and become familiar with good governance standards and codes

Course Outcome:

Students will improve understanding of the key concepts of NGO Administration, governance and best practices. They will sharpen practical skills in developing strategies for dealing with various aspects of NGO functioning. The course will enable students to develop grant proposals based on Logical Framework Approach and effective monitoring and Evaluation mechanisms to greater sustainability in Organisation. Students will understand the significance of Communication, Leadership Development and Human Resource Management in the context of NGO Administration.

Syllabus

Unit 1

Concept, Functions and Establishment of NGO : NGOs - An Introduction, Concepts and Functions; Issues and Challenges in NGO Management, Development issues, Development indicators; Legal procedures for establishment of NGOs; Overview of Societies Registration Act, Indian Trust Act, Indian Company's Act, FCRA, Memorandum of Association and Bye laws, Tax Reliefs under various Acts.

Unit 2

Results-Based Management (RBM) and Project Cycle Management (PCM): Introduction and concept of Results-Based Management, Results-Based Management in programme and project planning, The project cycle and Project Cycle Management, Logical Framework analysis.

Unit 3

Designing and Planning a Project: Identifying and analyzing problems, Deciding the overall strategy, Defining the response, Strategic Planning and Budgeting, Developing Grant Proposals. **Monitoring and Evaluation (M&E):** Monitoring, Internal and External Evaluations, Tools for M&E.

Unit 4

NGO Governance: Linking experience to Best Practice: Governance: Concepts, challenges, perspectives and ethical concerns; Good Governance standard codes and accountability; International Organisations, National and Regional organisations, Schemes for NGOs under various ministries of Government of India, NABARD and Human Rights Commission.

ESSENTIAL READINGS:

1. A. Abraham, "Formation and Management of NGO's"(2003), Third Edition, University Law Publishing Co.. Pvt Ltd, New Delhi.
2. D. Lewis, "Management of Non Governmental Development Organization", (2001)2nd Edition, Routledge, Newyork.
3. P. Sundar, "Business and Community: The Story of Corporate Social Responsibility in India", Sage Publication, New Delhi
4. S . Aggarwal., "Corporate Social Responsibility in India" (2008), Sage Publication, New Delhi.
5. S. Chandra, "Guidelines of NGO Management in India", Kanishka Distributors, New Delhi.